

FAMILY DEVELOPMENT AND SELF-SUFFICIENCY (FaDSS) PROGRAM REQUEST FOR BUDGET AMENDMENT

INSTRUCTIONS

SUBMISSION REQUIREMENTS:

The FaDSS Program Request for Budget Amendment is to be submitted to the Department of Human Rights at least one month prior to the submission of an Expenditure Report based upon the new budget. Expenditure Reports must include the most recently approved budget. One original with authorized signature is to be mailed to:

FaDSS Program Manager
Division of Community Action Agencies
Department of Human Rights
Lucas State Office Building, 2nd Floor
Des Moines, IA 50319

HEADING:

GRANTEE: Enter the name of the grantee as it appears in the FaDSS contract.

CONTRACT NUMBER: Enter the FaDSS contract number as it appears in the FaDSS contract.

DATE: Enter the date on which the form is being completed.

REQUEST: The following is an overview of the funding categories and cost categories.

FUNDING CATEGORY EXPLANATION

FaDSS Funds - The amount of FaDSS Funds listed in your contract is the maximum amount of Base FaDSS Funds your organization will receive.

Local Funds Committed - are the funds that the grantee has committed to provide to the FaDSS program. Local Funds utilization is no longer linked to FaDSS funds.

COST CATEGORY EXPLANATION

1) Administrative - Indirect costs associated with administering the program must be consistent with the organization's recognized federal indirect cost rate.

2) Personnel

a. Salaries - salaries of staff.

b. Benefits - the entire cost of benefits associated with the salaries.

3) Travel - costs associated with the program including in-area and out-of-area travel.

4) Space/Utilities - costs associated with housing your program and its services.

5) Equipment - is non-consumable, tangible personal property to be used in the performance of the proposed plan, having an acquisition cost of \$2,500 or more, and a useful life expectancy of greater than one year. Purchases of equipment involving \$2,500 or more of FaDSS Funds must be approved in writing by the Department of Human Rights prior to purchase. For further information, please refer to the FaDSS Equipment Purchase Policy.

6) Consultants - are those who will provide specific services through a written agreement with your program.

7) Other Subtotal a to g. - other costs associated with the program. Please use the categories provided in the Budget form example. Use line g - other, to total any additional costs not categorized elsewhere, which could include training. **Provide the total of lines a through g on line 7 Subtotal.**

8) Third Party Payments - are those made on behalf of families to meet special needs such as automobile repair, deposits, rent assistance and other costs that are not traditionally allowable under categorical programs. You will also include such things as social events, support groups, participant travel and childcare to FaDSS activities in this category as well. Review page 3.4 in the Basic Information for Grantee's book for allowable uses of third-party payments.

9) Total - This will be the total of each column.

For programs whose current budget includes **FaDSS Funds and Local Funds Committed**, complete the entire form using instructions below.

A). NEW BUDGET - FaDSS Funds: Enter the figures proposed for FaDSS Funds as you would like them to appear in an amendment to your FaDSS contract, Article 17.0.

B). CHANGE - FaDSS Funds: Enter the difference between your current contract Article 17.0 and the proposed amounts. Proposed increases from your current contract will appear as positive numbers and proposed decreases from your current contract will appear as negative numbers. Negative numbers should be presented in parentheses.

C). NEW BUDGET - Local Funds Committed: Enter the figures proposed for Local Funds Committed, as you would like them to appear in an amendment to your FaDSS contract, Article 17.0. Please note that if your approved grant application included Local Funds Committed, it is expected that programs continue with the stated level of commitment.

D). CHANGE - Local Funds: Enter the difference between your current contract Article 17.0 and the proposed amounts. Proposed increases from your current contract will appear as positive numbers and proposed decreases from your current contract will appear as negative numbers. Negative numbers should be presented in parentheses.

E). NEW BUDGET TOTAL – FaDSS and LOCAL FUNDS COMMITTED: Enter the totals of lines A), and C), which will be the proposed new total FaDSS contract with the Department of Human Rights.

BUDGET DETAIL:

Budget detail to facilitate review and approval must be attached. Detail in the format provided during the grant review process is expected. Examples follow:

NARRATIVE EXAMPLE:

Administrative costs have been foregone for indirect costs per the federal rate of 18% of Personnel costs. The organization negotiated a federal indirect cost ratio with the Department of Health and Human Services which is attached.

The Program Manager completed the organization's initial 90 day probationary period and has received a raise to \$10.00 for the remaining 40 weeks of the program year. One Family Development Specialist left the program at \$8.50 per hour and was replaced at \$7.90 per hour, based on the organization's wage scale. The new Specialist will be eligible for a raise at the beginning of the next fiscal year, upon completion of a training program and a 90 day probationary period.

Position	rate	hours	total salary
Program Mgr	\$9.50	480 (7/1 to 9/31)	\$4,560
Program Mgr	\$10.00	1600 (10/1 to 6/30)	\$16,000
Specialist	\$8.50	1600 (7/1 to 3/31)	\$13,600
Specialist	\$7.90	480 (4/1 to 6/30)	\$3,792
Total			\$37,952

The Program Manager and senior Specialist will be attending the Family Support National Conference in Chicago. Training fees were waived as staff is making a 45 minute presentation and hosting a panel discussion at the conference. Travel and per diem has been increased to enable staff to attend. The Specialists will be attending a conference in Ames later in the year and travel has been increased to enable them to attend. Training funds were available in the current budget for that cost category.

The Space costs of the program have increased as the program has accessed an additional 8' X 12' cubical space and incorporated it into the entire program office area. This additional space will house a computer in such a manner that FaDSS participants may easily access the computer.

The FaDSS program will purchase two new computers. Software and printers are already available through the current computer network. Bid packet specifications are currently available, and will be mailed upon approval of this budget. All necessary documentation will be sent the DHR for approval prior to purchase.

The current consultant contract has been renegotiated and decreased \$5000. It was expected that families would request access to the Counselor (Licensed Psychologist) to address family issues and sexual abuse issues. Recently the Reed Center opened in the neighborhood with highest density of FaDSS participants. The Reed Center offers free sexual abuse counseling and other counseling on a sliding fee basis (also accepts Title 19). This new service has moved our Contractor to decrease rates to remain competitive in the community. It has also decreased our need for contracted services.

Changes in base and long distance rates have decreased overall telephone costs by \$300. With the purchase of brand new computers, the computer equipment lease was discontinued for a savings of \$500.

Third Party Payments were increased to assist in meeting the needs of families. Daily transportation on RTA for a family of 3 is costing \$120 per month. The program is planning to assist many families through summer camp scholarships and family summer swim passes. A graduation get-together and summer family day is planned. It is expected that many utility shut off notices will be received with this past high energy use winter and these funds may be used to pay fuel bills if other avenues are not available.

ANOTHER EXAMPLE OF A GOOD DETAIL PRESENTATION:

1) Administrative: Based on the indirect rate of 18% of personnel costs The organization received a new rate 12/15 which increased from the previous rate of 17.5% OR Based on the attached cost allocation plan FaDSS is assessed a percentage of all administrative costs	\$ 9,727
2) a. Personnel Salaries: 1 - Family Development Specialist at \$ 8.40 per hour X 2080 hours 20,560 1 - Program Manager at \$9.50 X 40 hours per 12 weeks and \$ 10.00 X 40 hours per 40 weeks 17,392 (the new program manager received raise at end of 90 day initial probation) 55,424 1 - Family Development Specialist at \$8.50 per hour X 40 hours per 40 weeks and \$7.90 per hour X 40 hours per 11 weeks (the Main County Specialist resigned in March and the new hire began in April). b. Benefits: Single health insurance premium for 3 full time staff at \$200 per month each 7,200 FICA of .0765 X total salaries 4,240 Unemployment insurance (1% to 13,900 maximum) 420 Worker's compensation of .0068 X total salaries 377 67,661	\$17,472 20,560 17,392 55,424 7,200 4,240 420 377 67,661
3) Travel is reimbursed at the agency rate of \$.24 per mile In area 2 staff X average of 120 miles per month for 12 months for home visits or \$691 Out of area 6 trips to (300 miles) Des Moines for ICAA training and Task Force meetings X 2 cars or \$864 2 trips for training events Ames and Chicago (750 miles) or \$180 Lodging \$40 per night/ 30 nights (6 X 2 X 2) and \$40 X 4 days and \$110 X 4 days or \$1800 Per Diem Organization rate of \$25 per day for 6 trips X 3 days X 3 staff and 2 trips X 4 days X 2 staff 1950 (The trips for training to Ames and Chicago have been added) or \$1950 5485	\$691 1,044 1800 1950 5485
4) Space and Utilities The program is assessed the agency yearly rate of \$4.50/ square foot for space and utilities. The square feet have increased to 4 X 8' X 12' with the addition of desk space for the computer which allows for participant access during office hours.	\$1728
5) Equipment Two computers expected cost of \$2600 each will be purchased with funds available due to decreases elsewhere in the budget. Upon budget approval required documentation will be forwarded to DHR	\$5,200
6) Consultants Due to renegotiation of current contract with consultants to decrease per hour fee and decrease total hours of contract as participants can now access free Counseling for Sexual abuse issues at the newly opened Reed Center. New contract is for 100 hours at \$75 per hour (a \$5000 overall decrease)	\$7,500
7) Other a. Telephone Base phone costs have increased to \$30 per month for the next 6 months, but access to ICN has decreased long distance costs which are now average \$ 15 per month (telephone costs year to date were \$500) f. Supplies/Printing Old computer leases were discontinued which decreases costs by \$500 to \$1200 no other changes in this cost category - original total of \$2000 in other categories continues 2,000 3,970	\$ 770 1,200 2,000 3,970
8) Third Party Payments Excess funds not used in categories above have been moved to Third Party Payments, which continue to be accessed for emergencies, participant barriers, and group events.	\$4259